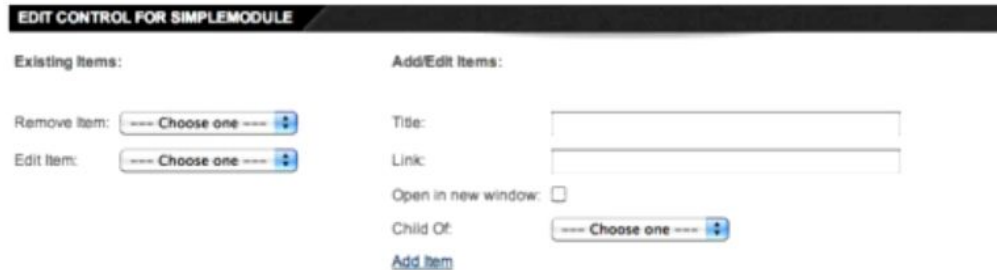


## AFPIMS: Accordion Menu – Marines

Accordion Menus allow you to add expandable/collapsible navigation menus to the pages within your site. This will help your user navigate your site with more ease.

### **Add/Edit New Items-Parent Page**



1. Hover over the module until the manage button appears.
2. Click Manage.
3. Click Edit.
4. The drop-down menus on the right allow you to edit existing items in the accordion menu. The options on the left are for creating new menu items.
5. Create a title for the item in the “Title” box (ex. About)
6. Right click on the link, then select “Copy Link.”
7. Copy and paste the link in the “link” box (ex. <https://demo.usmc.afpims.mil/about.aspx>).
8. Delete the portion of the link making up AFPIMS homepage URL, leaving only “/about.aspx.”
9. Click “Open In New Window” to open page in a new window.
10. When adding a parent page to the Accordion Menu, leave the “Child of” drop down box blank.
11. Click “Add Item,” then “Update.”

### **Add/Edit New Items-Child Page**

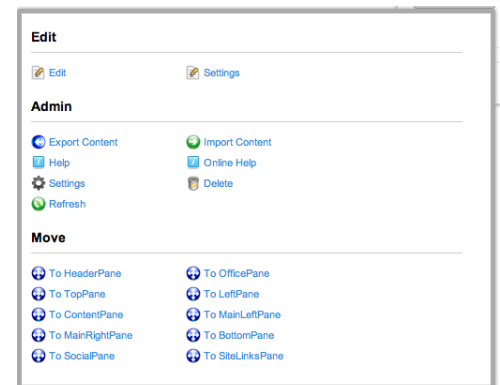
1. Click “Manage,” then “Edit.”
2. Create a title for the item in the “Title” box (Ex Mission and Vision)
3. Copy and past the link in the “link” box (ex. <https://demo.usmc.afpims.mil/about/missionandvision.aspx>).
4. Delete the portion of the link making up the AFPIMS homepage URL, leaving only the child and parent page (ex. /about/missionandvision.aspx).
5. Use the “Child Of” drop down to select the parent page.
6. Click “Add Item,” then click “Update.”
7. If you want the item to appear in a different place, drag and drop it in the desired spot in the accordion preview.

### **Exporting/Importing an Accordion Menu**

Once you have created one Accordion Menu, you most likely do not want to repeat the process to place the same menu on every page. You can use the Export and Import tools to save an accordion menu, and place the same content in another accordion menu.

## Exporting Content:

1. Begin by creating the Accordion Menu you want to appear on several pages.
2. Hover over the Accordion menu module, until the Manage button appears.
3. Click the Manage button.
4. Click Export Content.
5. Select the folder you want to save the export to. We recommend having setup a folder in your file manager for this purpose.
6. Name the file.
7. Click Export.



## Importing Content

1. Begin by adding a new Accordion menu module to the desired page.
2. Hover over the Accordion menu module, until the Manage button appears.
3. Click the Manage button.
4. Click Import Content.
5. Find the folder where you saved the exported Accordion Menu in the Folder drop down menu.
6. Find the appropriate file in the File drop Down Menu
7. Click Import.

The new Accordion menu will import the content and will be the same as the original.